



Pentland Community Chest

A partnership between Balerno Village Trust and the Rotary Club of Currie Balerno

Feedback Form

Please complete this form to provide the Pentland Community Chest with feedback about the project your organisation received funding for. There is guidance on the back of the form. When the form is completed, please email it with at least one photograph to grants@pentlandcc.org.uk.

SECTION 1 – Contact Details

Name of Group:		Date:	
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URL of group website/ Facebook page:	
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If you provide a URL and we feature your feedback on the PCC website, we will provide the link to your organisation website.

Contact details			
Name:		Position:	
Telephone No.:		Email address:	

SECTION 2 – Feedback about your project

Project Summary <i>(Remind us what your project was about):</i>

Project feedback <i>(What happened with your project?):</i>

SECTION 5 - Declaration

I agree that the information contained in this feedback can be used on the Pentland Community Chest website and that all photographs I have provided can also be published on that website.

I have read the guidance about photographs and confirm that I have received permission from all people appearing in the photograph and that the photographs meet the size/resolution requirements.

I confirm that I am authorised to submit this feedback on behalf of the above organisation.

Name:	
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FEEDBACK GUIDE

Please read the following information before sending your feedback

Saving the electronic file

1. Please prefix the electronic file with your organisation's name when saving.

Contact details

2. Please provide details for the individual who will be able to answer questions if we have any (although the need rarely arises).

Feedback

3. We don't ask for much in the way of feedback: a few sentences to a couple of paragraphs. Let us know how the project progressed and the difference it made to your organisation. You can see examples on our website.
4. If anything changed from your original application, please let us know.

Photographs

5. We publish photographs from third parties on trust that the organisations providing them have sought all relevant permissions for their use.

Photographs of people

6. We assume that if photographs show people, then adults have provided permission and parents/carers

have provided permission on behalf of their children (all under 18s).

7. As a matter of policy we never identify children or young people via the caption to a photograph or via any descriptive text associated with the photograph.
8. Specifically, this means that no child or young person will be named in captions.
9. It also means that names will not be used in text that can be linked to a photograph.
10. We will remove photographs of individuals from the website when requested to do so by anyone in the photograph.

Photograph size/resolution

11. Please send us the original photograph taken with your phone or camera.
 - a) Don't use any software to reduce the photo size.
 - b) Don't send photos taken using e.g. WhatsApp or other social media apps (these often reduce the size/resolution).
 - c) Don't send photos that have been downloaded from social media (upload to these sites often reduces the size/resolution of the photo).